

APPLICATION FOR EMPLOYMENT

The County considers applicants for all positions without regard to age, race, color, religion, creed, sex, national origin, marital status, disability, veteran status, gender identity, sexual orientation, or any other legally protected status. Women, veterans, and persons of color are encouraged to apply.

(PLEASE PRINT)

Position Applied For: _____ Date: _____

Name of Applicant: _____

Address: _____ Telephone: _____

Applicants for law enforcement positions and certain other positions with the County may be asked for additional identifying information for purposes of conducting a background check.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied, as described in the job description provided by the County for the position sought? Yes / No

- If you are under 18 years of age, can you provide required proof of work eligibility? Yes / No
- Have you ever applied for employment with the County before? Yes / No
If Yes, when? _____ For what position? _____
- Are you currently employed? Yes / No If Yes, may we contact your employer? Yes / No
- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of work eligibility will be required upon employment.) Yes / No
- On what date would you be available to work? _____
- Are you available to work: ___ Full -Time ___ Part-Time ___ Shift Work ___ Temporary (Explain)
- Are you currently on "lay-off" status and subject to recall? Yes / No
- Do you have a valid driver's license? Yes / No (If Yes, what state? _____) Valid CDL? Yes / No
- Are you related to anyone who works for the County? Yes/No If yes, who (describe relationship)

- The term "convicted" for purposes of this application includes a conviction following a trial, a guilty plea, a plea of nolo contendere or no contest, a deferred judgment or adjudication, and an adjudication of guilt or delinquency as a minor.

Have you ever been convicted of a felony or a misdemeanor? Yes / No
(Conviction will not necessarily disqualify an applicant from employment.)

If Yes, please explain: _____

EMPLOYMENT HISTORY

Please start with your most recent employer and include an explanation of all gaps in time of employment. Use additional pages if necessary.

Employer _____ Job Title _____

Address _____ Phone _____

Supervisor/Department _____ Full Time/Part Time/Temporary? _____

Dates Employed _____ to _____ Reason for Leaving _____

Employer _____ Job Title _____

Address _____ Phone _____

Supervisor/Department _____ Full Time/Part Time/Temporary? _____

Dates Employed _____ to _____ Reason for Leaving _____

Employer _____ Job Title _____

Address _____ Phone _____

Supervisor/Department _____ Full Time/Part Time/Temporary? _____

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Employer _____ Job Title _____

Address _____ Phone _____

Supervisor/Department _____ Full Time/Part Time/Temporary? _____

Dates Employed _____ to _____ Reason for Leaving _____

Employer _____ Job Title _____

Address _____ Phone _____

Supervisor/Department _____ Full Time/Part Time/Temporary? _____

Dates Employed _____ to _____ Reason for Leaving _____

EDUCATION

High School Attended: _____ County/State _____

Highest Grade Completed: _____ Diploma or GED acquired? Yes / No

Post-secondary Institution/ Undergraduate College or University: _____

County/State _____ Course of Study: _____

Years Attended: _____ Degree/Certificate: _____

Graduate Study Institution: _____ County/State _____

Course of Study: _____ Degree: _____

Other (Specify): _____

SKILLS & QUALIFICATIONS

List any foreign language(s) you're able to speak, read or write fluently: _____

Describe any specialized training, apprenticeship, skills, job-related military training, extra-curricular and volunteer activities you have:

List any specialized skills you have in operating general office equipment, including computer software experience:

List any additional information you feel may be helpful in considering your application:

REFERENCES

Name _____ Phone _____

Address _____ Relationship _____

Name _____ Phone _____

Address _____ Relationship _____

Name _____ Phone _____

Address _____ Relationship _____

APPLICANT ACKNOWLEDGEMENT

In applying for employment, I want the County to be fully informed of my previous record and I hereby authorize the County to investigate my background and to obtain any and all information which may concern me. I hereby release all persons, educational institutions, companies, law enforcement agencies, and other organizations or employers from any liability on account of furnishing such information.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the Employer discovers the violation of its policy regarding application form dishonesty.

I certify that answers given herein are true and complete to the best of my knowledge.

Signature of Applicant _____ **Date** _____